

# Memorandum

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Be energy efficient!*

To: ALL STAFF  
GEOTECHNICAL SERVICES  
DIVISION OF ENGINEERING SERVICES

Date: June 15, 2007

From: JAMES E. DAVIS  
Deputy Division Chief  
Geotechnical Services



Subject: Exception Process for the Soil & Rock Logging, Classification, and Presentation Manual

All Geotechnical Services staff, including consultants performing work on behalf of the Department, shall follow the procedures in the Soil & Rock Logging, Classification, and Presentation Manual (ref: memo to all staff dated June 15, 2007). Although the manual attempts to provide for most geotechnical conditions, there may be reason to deviate from its procedures or terminology. This memorandum provides the procedure that staff shall follow in order to gain approval for such deviations.

The policy terminology used in the manual is defined as follows:

Term	Standard Type	Definition
Shall, Required	Mandatory	<i>Mandatory Standard.</i> The associated provisions <b>must</b> be used. There is no acceptable alternative.
Should	Advisory	<i>Advisory Standard.</i> The associated provisions are preferred practices.
May, Optional	Permissive	<i>Permissive Standard.</i> Use or application of the associated provisions is left to the discretion of the Geoprofessional.

In cases where exceptions to mandatory or advisory standards are proposed by the geotechnical professional, a *Request for Exception* form shall be completed and signatures retained prior to finalizing or issuing any related document, such as a Log of Test Boring or Geotechnical Report. The completed *Request for Exception* form shall be placed in the project file and any related geotechnical report shall discuss the exception. When a LOTB or Boring Record presents information that deviates from mandatory or advisory standards, the standard note:

*“This LOTB sheet (Boring Record) was prepared in accordance with the Caltrans Soil & Rock Logging, Classification, and Presentation Manual (date)”*

Shall be modified to read as follows:

*“This LOTB sheet (Boring Record) was prepared in accordance with the Caltrans Soil & Rock Logging, Classification, and Presentation Manual (date) except as noted in (section) of (Report Title) dated (Date)”*

Attachments